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AMENDED CLAIMS

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1. A method for generating and disseminating information comprising the steps of

establishing a plurality of service centers at geographically separated locations,

providing at each service center a control computer, a functionally divisible computer client memory, and means for producing a document output from the memory,

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providing at each service center communication means for communication between the service center and a plurality of clients,

storing in the client memory data comprising parts of documents to be generated,

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in response to a request received from a client, generating and storing a document output of selected format and content and designating unique data and transmitting the document output to one or more designated recipients, and

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repeatedly and automatically reviewing the text of output documents stored for a client to identify phrases repeatedly used by that client and which are not part of the stored data, and adding the identified phrases to the data comprising parts of documents to be generated, thereby reducing unique data to be added to output documents.

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2. A method according to claim 1 including assigning a portion of the client memory to each of the plurality of clients.

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3. A method according to claim 1 including electronically interconnecting the service centers with each other for bidirectional communication between each service center and each other service center.

4. A method according to claim 1 including establishing a storage access and compilation code having a recognizable format for transmission by a client to a service center to request a document, the code being recognizable by the control computer to identify the client, a document format and selectable items of document content including items of unique data, whereby the control computer selects one or more document components from the client's assigned memory portion, and assembles the components to form the requested document.
5. A method according to claim 1 including electronically transmitting the document output to the recipient.
6. A method according to claim 1 including electronically transmitting a printed copy of the document output to the recipient.
7. A method according to claim 1 including transmitting the document output to the recipient by facsimile transmission.
8. A method according to claim 1 wherein the service center comprises facsimile receiving and transmitting equipment.
9. A method according to claim 1 wherein the service center comprises printing and mailing equipment.
10. A method according to claim 1 wherein the step of generating includes adding a date to the generated document identifying original date of transmission from the client.
11. A method according to claim 1 including electronically marking the generated document with preselected identifying information.

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19. A method for controlling and tracking the dissemination of documents comprising
- providing a service center having communication means for communication between the service center and a plurality of clients and between the service center and a plurality of recipients of
- 5 output documents generated for the clients,
- storing at the service center a copy in electronic, computer-readable form of each output document for a client,
- 10 repeatedly and automatically reviewing the text of the output documents stored for a client to identify phrases repeatedly used by that client and which are not part of the stored data, and adding the identified phrases to the data comprising parts of documents to be generated, thereby reducing unique data to be added to output documents, and
- 15 providing to selected recipients output documents for said recipients in computer-readable electronic form without regard to the form in which the output document is initially transmitted to the recipient.
- 20 20. An apparatus for generating and disseminating information comprising
- a plurality of service centers at geographically separated locations, each said service center including
- 25 a control computer,
- a functionally divisible client computer memory,
- the client memory having stored therein data representing parts of documents to be used repeatedly in documents generated,
- 30 means for compiling a document output from said memory using said stored data, and
- communication means for communicating between said service center and a plurality of clients and between said service center and a plurality of recipients;
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